

Re: room set up

Subject: Re: room set up
From: Brian Oh <brian.oh@lacity.org>
Date: 04/26/2017 04:48 PM
To: Emily Duchon <emilyduchon@altaplanning.com>
CC: Darin French <darin@lani.org>, Audrey Jimenez <audreyjimenez@altaplanning.com>

I called the Center. 4:30 is fine with them.

On Wed, Apr 26, 2017 at 4:29 PM, Brian Oh <brian.oh@lacity.org> wrote:

Looks awesome! Sounds like plenty of food. Can you ping the Center to see if they will be ready for us at 4:30? If so, I can come by then while the rest of our staff will arrive by 5.

On Wed, Apr 26, 2017 at 4:25 PM, Emily Duchon <emilyduchon@altaplanning.com> wrote:

Hi Brian,
Great! Got you down for 5 easels. We may not need them all if some boards are on tables. At minimum, 3 tables will be needed for sign-in, video viewing, and refreshments.

What time will the room be ready for us to set up? I would like to arrive at 4:30 if possible because people come early and we have a lot of boards to arrange.

Here is our team for Thursday's meeting:

Emily Duchon, Alta Planning + Design
Audrey Jimenez, Alta Planning + Design (bi-lingual)
Darin French, LANI (bi-lingual)
Arturo Nevarez, LANI (bi-lingual)

Also, we plan to order pizza (delivery at 5:30pm) and bring mini bottles of water. We will plan for 3 cases of water (72 bottles). Please advise if you have other thoughts.

The boards arrived from the printer. They look great and are really big! Sneak peeks attached.

<http://altaplanning.com/wp-content/uploads/Alta-Logo-white-on-red-01.jpg> Emily
Duchon, ASLA, LEED AP | Senior Design Associate

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On Wed, Apr 26, 2017 at 4:14 PM, Brian Oh <brian.oh@lacity.org> <<mailto:brian.oh@lacity.org>> > wrote:

Hi Emily, I have 5 easels and confirmed with CD 9 that there will be 7 tables. Can you confirm the names of LANI and Alta staff (and who is bi-lingual)?

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Active Transportation Division

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